



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Office Technician (Typing)

LOOK! THIS POSITION IS EXCLUDED FROM COLLECTIVE BARGAINING AND RECEIVES EXCLUDED BENEFITS. ON SITE PARKING AVAILABLE (PRE-TAX). CLOSE TO LIGHT RAIL!

SALARY:	\$2510 - \$3050	POSITION NUMBER:	363-520-1139-001
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full-Time	FINAL FILING DATE:	August 11, 2006

DUTIES:

The successful candidate will be responsible, under the general direction of the Manager of the clerical support team, for providing administrative support for the Benefits Division and will serve as the technical consultant and troubleshooter for the less complex technological duties supporting the Division's information technology systems.

In a team environment, the incumbent performs general office duties such as answering and/or directing incoming phone inquiries regarding eligibility and enrollment issues, for all twenty-three benefit programs administered by the Department of Personnel Administration and performs a variety of difficult technical processes and exercise a high degree of initiative, independence and originality in performing assigned tasks. This position provides technical support to the division including installation, troubleshooting, training, and support of desktop computers, laptops, software, scanners, and printers in addition to training users on hardware and software applications and participating in PC-user group meetings; other duties include supply orders, attendance clerk, mail distribution/mass mailings and photocopying.

DESIRABLE QUALIFICATIONS:

The Benefits Division is a fast paced team environment where employees respond to rapidly changing priorities and exercise a high degree of tact and self-direction.

WHO MAY APPLY:

Applicants with transfer or list eligibility at the Office Technician (Typing) level. Applicants should clearly indicate the basis of their eligibility on the application. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS/RESUMES TO:

Department of Personnel Administration
Attn: Nancy Hollins
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814

Phone (916) 324-9723

RPA #06-106

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.